



Property
Management Division

Donation Utilization and Sales
(DUS) Group

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DUS Excess Procedure		

1 Donation, Utilization and Sales Group (DUS)

DUS serves as LLNL's excess, reuse and disposition center for assets and material. In accordance with Property Management policy, the DUS Excess Turn In Center collects excess assets/material and markets usable assets throughout LLNL, DOE, other Federal Agencies and Universities. Assets/material that is deemed surplus or scrap is sold through the DUS Sales Program.

DUS is responsible for managing LLNL's High Risk Assets Program. DUS provides direct oversight of the disposition for LLNL assets leaving the laboratory through the DUS disposition process. As deemed appropriate, DUS may require the program to "demilitarize" assets in accordance with the High Risk requirements prior to excessing the assets.

DUS is responsible for providing and overseeing unclassified storage media destruction in accordance with Cyber Security Policy. Unclassified storage media devices processed by DUS, will be degaussed, tracked, and/or destroyed consistent with the DUS IT Destruction Guide.

DUS and Property Management are authorized on behalf of DOE/NNSA to disposition government assets to include donation, reuse, sale, transfer, and recycling. Dispositions of assets will follow appropriate Property regulations, State and Federal requirements.

2 Introduction

Government assets deemed "excess" to the institution are sent to DUS's Excess Turn-In Center. Upon receipt at DUS, the usable assets may be made available for reutilization to LLNL employees, Department of Energy (DOE), Federal agencies, educational institutions, and nonprofit organizations.

3 Roles and Responsibilities

3.1 Requestor / Custodian

- Determine that the assets are excess to the program's needs prior to releasing it to DUS.
- Ensure accountable property numbered items (barcode labeled), that have been cannibalized or dismantled, are retired in Sunflower before sending to DUS.
- Remove all documents and personal records from the compartments and drawers (if applicable) of the assets to be excessed.
- Contact DUS and ES&H in advance of all large or complicated clean up activity to allow proper assessment of hazardous, disposition paths, and appropriate documentation to ensure safety, hazardous identification, asset accountability, etc.
- Determine the condition of the assets to be excessed and follow the appropriate procedure below:
 - If assets **have not been** exposed to hazardous, toxic, or radioactive contamination and all un-encapsulated liquids have been drained, use the Excess Equipment card (LL6348).
 - If assets **have been** exposed to hazardous, toxic, or radioactive contamination and/or contain un-encapsulated liquids, contact your ES&H Team and complete the



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Equipment/Property Release Request form (LL6487). For more information, refer to ES&H Manual 21.5.

- Assets must meet 'releasable' criteria or they will be returned to the program for alternative disposition.
- Obtain the custodian's signature if requester is not the custodian of the asset and obtain appropriate PCR's approval on the Excess Equipment Card or Equipment/Equipment Release form for all property numbered items.
- Ensure the Excess Equipment Card or Equipment/Property Release form and Safety Data Sheet (SDS), if applicable, are protected and firmly attached to the asset. Retain a copy of the documents for your records.
- Protect and control asset until it is delivered and/or accepted by DUS.

3.1 Property Center Representative (PCR)

- Sign the Excess Equipment Card or Equipment/Property Release Request form for all assets numbered items.
- Create an "Excess Inventory Asset Excess Receival" in Sunflower for each accountable asset to electronically release the asset to DUS within 30 days of physical delivery. If asset will not be moved to DUS within 30 days, do not release it.

3.2 DUS

- Initial the Excess Equipment Card or Equipment/Property Release Request form
- Segregate and perform computer clearing and IT asset disposition in accordance with the DUS Destruction of IT/Storage Media Procedure.
- Review assets that may be laboratory fabricated, may contain storage media or information, or may pose a threat to national security. Assets falling into these categories will be destroyed or demilitarized regardless of condition and will not be made available for reuse.
- Review the physical item and condition code provided by the requester and assign a condition code in DUS section of the form.
- If the asset meets DUS release criteria and is an accountable property asset, place a barcode excess tag (E-tag) on the item, scan both the e-tag and asset's property barcode labels, and place the asset in the appropriate DUS location.
- Process electronic "Receival" of each item captured and verified by the DUS barcode readers in Sunflower.
- Ensure all asset information in Sunflower is complete and accurate to include: condition code, location, FSC code, and accountable property numbers
- Generate a Sunflower record for non-assets numbered items, if required, and enter required data per the Sunflower receival screens.
- Initiate the "batching" process in Sunflower.

4 Sunflower System Excess Receival

DUS markets and screens assets for reuse based on a graded approach. Sunflower's Batching process determines if the assets item is "reportable" or "non-reportable", based on the following definitions:



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4.1 Reportable assets

Assets with a condition code of 'usable' and 'repairable', acquired at a cost of \$5,000 or more, and has an FSC code that meets Federal reportable standards is considered reportable. Reportable assets have a longer screening period than "non-reportable" assets since they will be made available through the GSAXcess property system.

4.2 Non-reportable assets

Assets that do not meet condition codes for reportable (primarily scrap), acquired at a cost of less than \$5,000, and do not have an FSC code that meets Federal reportable standards or DOE's Laboratory Equipment Donation Program (LEDP) criteria are considered non-reportable. These items are not required to be entered in to the GSAXcess property system and have a shorter screening period.

5 Redeployment of Assets to LLNL Programs

Assets located in DUS's Second Time Around Store are reusable assets, material, hardware, etc. made available for reuse to LLNL employees at no costs. Assets/material available for reuse in the Second Time Around Store is for official government use only.

5.1 Requestor

- Inspect the item(s) to make sure it is usable for the intended purpose.
- Complete the DUS Property Record Redeployment Form listing the DOE property number, item description, manufacturer, model, property center and sign as the accepting custodian.
- Submit the DUS Property Record Redeployment Form directly to DUS staff prior to leaving the DUS/Excess area.
- Ensure all assets acquired through DUS are appropriately reviewed and approved to be returned safely to active service consistent with LLNL Policies and Procedures. Consideration should include IWSs, "Authority Having Jurisdiction" (AHJ), security plans, etc. (AHJ electrical equipment may include items such as coffee makers, extension cord, power supplies, lasers, etc. Refer to AHJ Program for guidance).
- Ensure compliance with Foreign National Program requirements if requester is a foreign national.

5.2 DUS

- Release stewardship to the new property center in Sunflower.
- Make a copy, or scan, the DUS Property Record Redeployment Form and send to the appropriate Property Center Representative for their records.

6 Excess Turn In Center – Monthly Sunflower Reconciliation

On a monthly basis, the DUS PCR generates and reconciles oversight and performance reports that helps identify accountable assets that have not arrived at DUS within 30 days and may be vulnerable to loss.



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- Run the “Assets with Pending Excess/Inactive Requests” Report (See Assets With Pending Excess/Inactive Request Guide)
 - Request that the releasing PCR retract the release of the asset in Sunflower and re-release it when appropriate if the PCR is not sure the status or the asset will not be immediately delivered to DUS.
 - Deny the release request in Sunflower if the asset is still not physically received by the dates agreed.
- Run “Inventory Assets With Requests” to identify assets redeployed from DUS and not assumed by the new property center. (See Inventory Assets With Requests Guide)
 - For open requests, contact the PCR and ask them to accept the asset into their property center.



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Document Concurrence
Routing Form



Asset Management Division

Document Title: Excess Procedure


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Submitted By:


Ken Walden
DUS / Asset Management

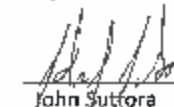
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Date: 4/14/2014

Distribution following concurrence:

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